

Scope of Work

Region II Public Health Emergency Preparedness Program Consultant

- Work under the direction of the Regional Program Manager to facilitate and implement emergency preparedness planning and response activities/attain completion of deliverables, in designated towns within the Region.
- Assist Regional Program Manager in preparing for Executive Committee and Steering Committee meetings and in preparing progress reports of emergency preparedness efforts in designated towns within the Region.
- Under the direction of the Regional Program Manager, prepare a Needs Assessment for determining status of public health emergency preparedness and response planning, in designated towns within the Region.
 - Collect information on a quarterly basis (may be adjusted later) for all designated towns
 - Assist Regional Program Manager to prepare Needs Assessment summary report to
 - Inform future planning and spending priorities.
- Meet with coalition members from designated towns to complete deliverables for FY06 and for additional years, as contract continues.
- Assist Regional Program Manager to research and evaluate complex and/or costly proposals and to make recommendations regarding future plans.
- Attend designated town Local Boards of Health or other local /regional meetings as requested by the Regional Program Manager to provide information about Regional public health emergency planning activities to identify concerns/obstacles, and to elicit further support and compliance from the towns.
- Assist the Regional Program Manager to identify any educational media that will increase Coalition member access to training and to develop and maintain educational library of appropriate materials for coalition use.
- Assist Regional Program Manager, with regard to designated towns, to identify obstacles to, and propose solutions for, local and regional emergency planning. Issues include, but are not limited to:
 - Local barriers to public health emergency all-hazards planning
 - Mutual Aid/Memoranda of Understanding
 - Volunteer staffing, credentialing and training
 - Risk Communication messages
 - Special Populations/Behavioral Health planning
 - Regional Communications - both within public health coalition and to the public, such as emergency 800 numbers, web-sites, reverse 911, etc.
 - Expense tracking at Emergency dispensing sites
 - Logistical support to municipalities that require assistance
- Coordinate with MDPH Regional Coordinator, Health Educator, and Hospital Coordinator, the Central MA Homeland Security Planning Council, and the Worcester Metropolitan Medical Response System (MMRS) for Region 2 public health emergency preparedness and response planning activities.
- Perform all other duties, responsibilities, and functions as determined by the Region 2 Program Manager.

Compensation

The compensation for this position is a range from \$855.00-\$967.00 and will be determined by qualifications/experience. Mileage will be reimbursed in addition. This is a grant funded contract position.

Minimum Qualifications

Applicants must have at least one year of full-time, or equivalent part-time technical or professional experience in public health, emergency management, or emergency preparedness planning.

Substitutions: A degree with a major in emergency management, public health, or public administration may be substituted for a portion of the required experience. Education toward such a degree will be prorated on the basis on the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS: Based on this assignment, possession of a current and valid Class 3 Motor Vehicle Operator's License is required.

Preferred Qualifications:

- Knowledge of the methods of general report writing.
- Knowledge of the methods used in preparation of charts, graphs, and tables.
- Ability to read and interpret such documents as regional plans, urban plans, contracts, etc.
- Ability to understand, apply and explain the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Ability to gather information by questioning individuals and examine records and documents. Ability to assemble items of information according to established procedures.
- Ability to determine the proper format and procedure for assembling items of information.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence.
- Ability to maintain accurate records.
- Ability to work accurately with names, numbers, codes and/or symbols.
- Ability to follow written and oral instructions.
- Ability to communicate effectively in oral expression.
- Ability to give written and oral instructions in a precise, understandable manner.
- Ability to deal tactfully with others and establish rapport with persons from different ethnic, cultural and/or economic backgrounds.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to work independently.
- Ability to exercise sound judgment.
- Ability to exercise discretion in handling confidential information.
- Knowledge of the principles and practices of community organization.
- Ability to evaluate requests for proposals and other reports and documents prepared by others for conformance to guidelines, policies, laws, regulations, and sound planning principles.
- Basic computer skills and willingness to learn advanced applications.
- Knowledge of the principles, practices and techniques of supervision.
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
- Ability to accomplish work objectives where few precedents or guidelines are available.